Phoenix Program
Process Definition – General Ledger

Process	***Creating Ledgers for a Unit***
Process Number	***GL –023***

Description of Process

Modify an existing Ledger for a Unit. This will be done each month to open and close accounting periods for postings. The Ledgers for a Unit panel group is used to define which summary and detail ledgers, ledger group, and calendar each general ledger business unit will use, as well as a number of options specific to each ledger. For each detail ledger a business unit posts to, you specify whether it is a balanced ledger; the periods that are currently open; the year to which any adjustments should be posted; and the rules for handling journal processing, currency, and approval options. The panel cannot be used to remove ledgers if journal entries have been posted for that business unit.

The State of Georgia will set up the following detail ledgers:

ACTUALS – Detail Actuals Ledger – State budgetary accounting ledger. Purchase Orders and Contracts are expensed at year-end. Budget Year is used to track surplus transactions.

GAAPACTUAL – Detail GAAP Ledger. Purchase Orders and Contracts are not expensed at year-end but remain encumbrances.

GFAAG – General Fixed Asset Account Group. Fixed assets used in governmental fund operations – may include land, land improvements, buildings, vehicles and equipment.

GLTDAAG – General Long-Term Debt Account Group. Used to report the non-current portion of certain governmental long-term liabilities, such as general obligation bond debt, claims and judgments, compensated absences and capital leases.

FEDSACTUAL – Feds Actual Ledger – Similar to GAAPACTUAL except revenues and expenses are not closed at year-end. Used for Federal reporting requirements of applicable agencies. Not all agencies have a FEDS ledger.

ALLOT – Allotment Budget Ledger is the controlled budget ledger that will store the Appropriation Budget in quarterly segments.

APPROP – Appropriation Budget Ledger is the controlled budget ledger that will be used to store the Annual Operating Budget at the highest level.

BD_ACTUALS – Budget Actual Ledger is the standard budget copy of the actual ledger, rolled up to the expense analysis level.

CONTROL – Control Ledger is the standard budget ledger, which holds the scenarios, which are used, as the source for all controlled budget creation, adjustment and several balancing reports.

FORECAST – Forecast Ledger is the standard budget ledger, which holds monthly –based scenarios, primarily for estimating future expenditures.

ORG – Organization Budget Ledger is the controlled budget ledger that will store budget data at a lower level of detail than the Appropriation Ledger, in quarterly segments.

PROJ_GRT –Project Grant Budget Ledger is the ledger that will store budget data specifically for a project.

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REVEST – Revenue Estimate Budget Ledger is the controlled budget ledger that tracks revenues recognized and cash collected against estimated revenue.

Input to Process

Request to Add a Ledger for a Unit is done when you add a new Business Unit or new type of ledger group. The request is written up, signed, assigned an identifier and approved. The Ledger is then created in PeopleSoft.

Output of Process

New Ledger is created and is accessible to all business units having access to the SetID under which the Ledger is created.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Ledgers for Unit

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to create a new Ledger for a Unit The Department of Audits will complete Ledgers for a Unit change request form when necessary. Once approved, the request will be forwarded to FSS for input. Agencies will be notified once the Ledger for a unit has been established.	Centralized
Step 2: Create identifiers for your new Ledger for a Unit. Enter the SetID for the Ledger you wish to create. The SetID should be equal to the business unit for the ledger you are creating.	Centralized

Step 3: Define the Ledger. Choose the Ledger Type to identify a Detail or Summary ledger to be used by this business unit. The Detail Ledger panel is used to link a ledger template to a detail ledger and specify the balancing options for the journals generated to a detail ledger. A detail ledger contains transactional data at the ChartField level. Summary ledgers are simply “rolled up” or summarized from detail ledgers. State is not using summary ledgers at this time. Select a ledger group from the dropdown box, which contains a list of all detail ledger groups. Ledger groups are useful when you want to post individual transactions to multiple ledgers. Specify the accounting periods for this ledger by selecting the calendar for this ledger from a list of all calendars defined in the detail calendar. AD—Annual Budget Calendar DT—Monthly Detail Calendar QD—Quarterly Budget Calendar You will leave the adustment year blank, which indicates no adjusting entries will be made. State has chosen not to allow adjusting entries to period (998). Year-end closing entries will be posted to period 999. Specify periods to which you want to post journal entries by entering the Open From Year/Period and Through Year/Period. This is the manner in which you define what periods are open and closed for posting journals. The State of Georgia will have two periods open at a time. The current period and the next period. You will then choose Attributes for the detail ledger for this business unit. Choose balanced ledger, which indicates this ledger, is a balanced ledger where debits equal credits. At the State we select Fund and Program in addition to Business Unit. The Journal Balance error processing options panel is available only if you select a balanced ledger. We have also chosen Jrnl Generator Dflt Ledger Grp, which indicates this is the default ledger group for this business unit when journals are generated from other modules.	Centralized

Step 4: Specify the Journal Processing Options for the Ledger. Use the Journal Balance Option, Journal Edit Errors Option, and Control Total Option in journal error processing. These options are available because we selected Balanced Ledger in the definition panel. We have chosen "Default to a High Level" for all options because we established these options on the Business Unit level. State has chosen to recycle journals with errors. • Journal Balance Errors occur when an unbalanced journal is targeted to a balanced ledger. When you define ledgers, you specify them as balanced or unbalanced. Journal entries for balanced ledgers, such as an actuals ledger, must be in balance before you can post to them. • Journal Edit Errors occur if you enter an invalid ChartField value or ChartField combination on the journal lines. As you enter journal lines, PeopleSoft General Ledger checks to see that all ChartField values are valid as of the journal entry date. This error category also includes other line errors such as a blank currency code or an invalid OpenItem reference value. **OpenItem Accounting will not be used at this time.** • Control Total Errors occur if the journal line totals do not match the control totals you entered at the journal header level. As you enter journal lines, PeopleSoft General Ledger displays a running total of the number of lines, debits, credits, and units that you've entered on the journal. This feature is optional and **we are not forcing agencies to enter control totals.** • Combination Edits are not being used at this point so nothing needs to be selected here.	Centralized

Step 5: Specify Currency Processing Options for this Ledger Group. Use the Currency Options Panel to specify currency-processing options for this ledger group. Remember that when you define a currency option at the ledger level, it overrides any currency handling you specified at the Business Unit level for journals using that ledger group only. • Select the **Currency Balancing Option** to specify how journal lines are balanced. State has chosen "Default to a Higher Level Value" which use the currency options defined on the General Ledger Definition panel. Our default is at the Business Unit Level, which is "Balance by Base Currency Only" and balances all journal lines by the base currency only. • Select the **Base Currency Adjust Options** to control manual adjustments to the base currency in foreign currency journals. State has chosen 'Default to a Higher Level Value" which uses the currency options defined on the General Ledger Definition panel. *Our default is at the Business Unit Level which is 'allow base currency adjustments" and allows you to directly change the base currency amount on foreign currency journal lines.* • Select the **Foreign Currencies per Journal Option** to control the number of foreign currencies for each journal. State has chosen "Default to a Higher Level Value" which use the currency options defined on the General Ledger Definition panel. *Our default is the Business Unit Level, which is "no foreign currencies" and allows journals to contain lines only in the base currency.* • Select the **Rounding Adjustment Option** for recording adjusting entries for out-of-balance conditions caused by foreign currency rounding. *State has chosen "Adjust Last Journal Line" which applies any adjusting entries necessary to correct out-of-balance conditions caused by foreign currency rounding to the last journal line carrying that currency.*	
Step 6: Specify Journal Entry Approval Options. The State of Georgia has elected to use "Default to Higher Level" which use the approval options defined on the Business Unit Definition Panel. The higher level default is at the Business Unit Level and for standard journals and budget journals is "Pre-Approved" which allows journal entry without approval through workflow. **Workflow is *not* within the scope of this project.**	Centralized
Step 7 : Save the Ledgers for a Unit panel group	

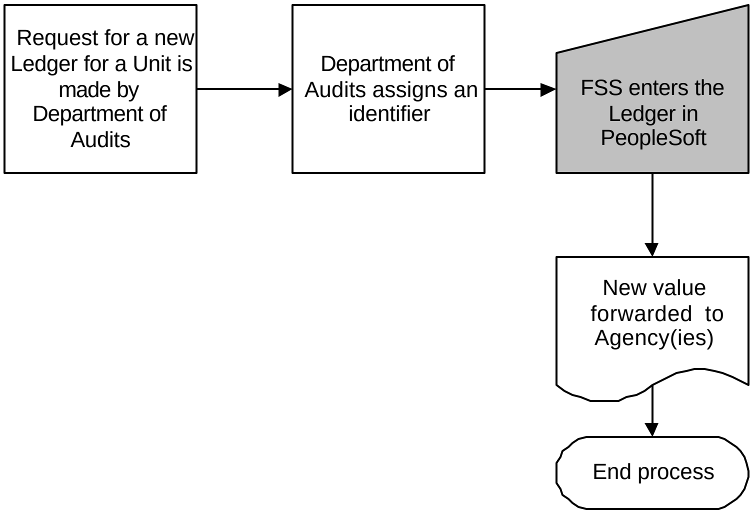
Step 8: Notify Agencies that the Ledger for a Unit has been created. Send notification to agencies that the Ledger for a Unit has been created. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Centralized

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):


Request for a new Ledger for a Unit is made by Department of Audits
Department of Audits assigns an identifier
FSS enters the Ledger in PeopleSoft
New value forwarded to Agency(ies)
End process

Process Signoff

Tested By
Date Tested